

**MOVE/REMOVAL TASK ORDER**  
**Rocky Mountain Regional CASU**

**Section 1.**

Date of Request:  Task Order Number:  CUSTOMER NUMBER  DEN-

**Copier Move or Relocation Request**

Current location:

Customer Agency:   
Street Address:   
Room Number:    
City:  State:  Zipcode:   
End-User Contact:  Phone:  Ext:   
Alt End-User Contact:  Phone:  Ext:   
Alt End-User Contact:  Phone:  Ext:   
Stairs?:  yes/no

New location:

Customer Agency:   
Street Address:   
Room Number:    
City:  State:  Zipcode:   
End-User Contact:  Phone:  Ext:   
Alt End-User Contact:  Phone:  Ext:   
Alt End-User Contact:  Phone:  Ext:   
e-mail address:  Fax:   
Stairs?:  yes/no

Serial Number:  Dealer id:

Copier Model:  Volume Band:   
Connected:  Printer:  yes/no

Instructions:

Requested NTE Relocation Date:

**Section 2. Dealer Relocation Instructions**

Delivery  xxx Please call end user for specific instructions.

**Section 3. RMRC USE ONLY**

Contract Number:  Customer Number:  DEN-  
RMRC Approving Official:  Debbie Flores, Operations Manager RMRC Rep.  Forrest Simmons  
Signature:  (on file) Date:   303-236-8106

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